

CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 3

Meeting Date: February 11, 2014

Attachments: X Yes No

CITY COUNCIL ACTION

Date:

- | | |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Amended | <input type="checkbox"/> Tabled |
| <input type="checkbox"/> Other | |

Originating Department: Police

Agenda Item: Hiring of Police Officers

Recommended Action: Authorize advertisement, testing and hiring for police officers due to vacancies.

Background/Summary: The Police Department has received notification of a pending retirement in May of this year. The current eligibility list for hiring has expired and it is recommended that the City open the testing process and create a new eligibility list from which to hire.

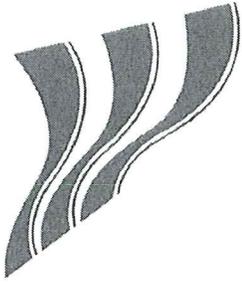
Alternatives: Do not fill the vacancy.

Financial Considerations: The Police Department is budgeted for 24 sworn officers for 2014.

Preparer: Dave Wyffels.

Signature:

Comments:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 4

Meeting Date: February 11, 2014

Attachments: X Yes No

CITY COUNCIL ACTION

Date:

- Approved Denied
 Amended Tabled
 Other

Originating Department: Administration

Agenda Item: Hiring of Police Chief

Recommended Action: Authorize advertisement, testing and hiring for the position of Police Chief.

Background/Summary: Chief Wyffels has announced his intent to retire effective May 31st. The police commission should be authorized to open the hiring process and certify candidates for eligibility. It is recommended that candidates be sought both internally and externally. A job description is attached.

Alternatives: Do not fill the vacancy.

Financial Considerations: The position of police chief is a range 12 position with salary of \$70,724 - \$91,924 plus benefits. Testing costs may vary, but in 2010, were approximately \$19,500 for three candidates.

Preparer: Charlene Stevens

Signature:

Comments:

WILLMAR POLICE DEPARTMENT

GENERAL DIRECTIVE: 0020

Date Issued: August 6, 2007

Revision Dates:

Application: All Personnel

Pages: 3

SUBJECT: POLICE CHIEF JOB DESCRIPTION

PURPOSE

Serves as Department Director with primary responsibility for departmental administration and overseeing the City's law enforcement activities. Determines and assigns projects, establishes and reviews programs, and prepares and administers departmental budget. Performs patrol duties during minority of time.

POLICY

The Police Chief will be expected to meet and maintain the defined job criteria as listed below.

Essential Functions:

- Develop, administer and coordinate all programs to achieve established goals and objectives.
- Coordinates the use of departmental materials, equipment and facilities.
- Review operating and performance records and reports to determine officers' effectiveness and efficiency; review recommendations on personnel problems and take disciplinary action; and review the preparation of training programs for police officers.
- Encourage the development and improvement of departmental personnel, instituting sound employee counseling and evaluation practices; project future staffing needs in accordance with departmental goals and plans, including alternate ways of meeting those needs; and make recommendation to the City Administrator for election of new police personnel.
- Prepare or direct the preparation of periodic or special reports on departmental activities and operations, and analyze all current departmental programs to determine their efficiency.
- Develop program objectives, which will guide the future development of the department in terms of anticipated needs.

- Manage operations of the Department: coordinate activities with governing board; coordinate public relations for the Department; supervise and direct activities of a multi-divisional department. Assist the Police Civil Service Commission.
- Perform financial activities as follows: compile, prepare and recommend overall budgets for approval; authorize expenditures; prepare department budget; and monitor and control unit budgets and expenses.

Other Duties and Responsibilities:

- Performs other related duties as assigned by supervisor or as apparent.

Required Knowledge, Skills and Abilities:

- Knowledge of the principles, practices, and techniques of police and public administration.
- Knowledge of, and ability to implement, departmental policies and procedures and civil service rules.
- Knowledge of City's policies and procedures, and ordinances.
- Knowledge of federal and state laws, rules, and regulations.
- Knowledge of the court and correctional systems and ability to understand and apply applicable court orders, case law and administrative rulings.
- Skill in managing budgets, personnel and programs.
- Skill in planning, directing, and evaluating subordinate uniformed and non-uniformed personnel.
- Ability to operate a variety of office machines and computer programs.

Organizational Relationships:

- Immediate Supervisor: City Administrator
- Communicates with: City Council, City Administrator, other department directors, City Attorney; other police chiefs, county sheriff's office, state patrol, BCA, other state and federal law enforcement agencies, County Attorney offices, court system personnel, school system personnel, business people, various business and community organizations, various media, and the general public.
- Supervises with full authority: All departmental staff

Minimum Qualifications:

- Associate's degree in law enforcement and eight years of command experience including at least three years at the rank of Lieutenant or above in this or a similarly-sized department **or**
- BA / BS degree in Criminal Justice or Public Administration, successful completion of executive police administration course (FBI Academy, Northwestern School of Police Staff & Command, Southern Justice Institute Police Executive Course, etc.), and eight (8) years of supervisory experience at the rank of sergeant or above in the Willmar Police Department or a similar sized department.

- Licensed or eligible to be licensed as a police officer in the State of Minnesota.
- Must meet all state-mandated and employer-required certifications, medical, and other job-related qualifications.

Preferred Qualifications:

- Bachelor's degree in law enforcement, criminal justice or closely related field.

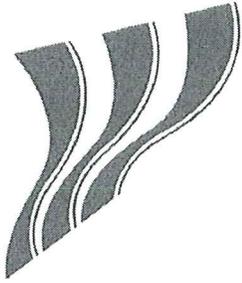
Working Conditions:

- Works indoors in a typical office setting and outside.
- While performing duties as a licensed peace officer, is exposed to the same adverse working conditions and physical requirements as a police officer.

BY ORDER OF THE CHIEF OF POLICE

James A. Kulset

/sae



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 5

Meeting Date: February 12, 2014

Attachments: X Yes No

CITY COUNCIL ACTION

Date:

- Approved Denied
 Amended Tabled
 Other

Originating Department: Administration

Agenda Item: Hiring of Arena Manager

Recommended Action: Authorize advertisement and hiring for the position of Arena Manager

Background/Summary: The Arena Manager has announced his intent to retire June 1, 2014. This position is critical to the operations of the Civic Center and should be filled in order to maintain the current operations.

Alternatives: Do not fill the vacancy.

Financial Considerations: The position of Arena Manager is a range 7 position with salary of \$42,496 – \$60,048 plus benefits and was included in the 2014 Budget.

Preparer: Charlene Stevens

Signature: 

Comments:

ARENA MANAGER

Position Title: Arena Manager
Department: Community Ed & Recreation
Department Head: Community Ed & Rec. Director
Immediate Supervisor: Community Ed & Rec. Director
Pay Range: 7 **FLSA Status:** Non-exempt

APPROVED:	<u>April 5, 2000</u>
REVISED:	<u>March, 2006</u>
REVISED:	<u>February, 2014</u>
REVISED:	

Purpose

Performs supervisory specialized/professional work with primary responsibility to manage the daily operations of the City's multi-purpose facility. Coordinates facility use with a wide variety of groups, responds to building equipment and mechanical needs, supervises and trains employees, prepares/monitors budget, and performs marketing/advertising activities. Operates machinery and performs some manual tasks during minority of time.

Organizational Relationships

Communicates with: *Internally* – Community Education and Recreation staff, WRAG8 staff, Public Works staff, City Administrator, other City departments and MUC staff; *Externally* - numerous local sports and recreation groups, school officials, teachers and coaches other facility users, various local suppliers/vendors, local media and the general public.

Supervises: Regular full and part-time staff, numerous parttime employees, instructors and work study individuals

ESSENTIAL FUNCTIONS

Schedule ice and dry-floor activities; plan arena-sponsored events and assist other users in event planning; develop skating programs; assist groups to plan figure skating show; and develop new revenue-producing concepts.

Direct facility preparations for events, including ticket sales, crowd control as necessary.

Produce dry floor shows including setting and collecting fees, critiquing work, adopting format and ensuring rules are followed. Assist and guide user groups in producing successful shows.

Direct the timely transition of facility from ice to dry-floor mode.

Inspect grounds and facility, assess problems, research solutions and initiate appropriate remedies.

Review status of equipment and machinery, direct staff to repair or advise management of replacement.

Secure outside contractors or staff from other city departments for assistance.

Set standards of cleanliness/sanitation and direct staff on specific needs.

Plan and advise management about needed facility additions and grounds development.

Analyze proposed projects for feasibility, cost and facility impact. Determine appropriateness of repairs, retrofits or refurbishment. Determine timeframes and sets goals for project undertaken.

Account for various revenue sources, petty cash, vending and concession cash; prepare/make bank deposits; prepare income statement and submit report to Supervisor; evaluate monthly

ARENA MANAGER

ESSENTIAL FUNCTIONS (continued)

expense and revenue reports and prepare annual expense, revenue and activity reports; submit budget information to Supervisor; authorize purchases of supplies and materials; and prepare expenditure requests for Supervisor.

Compose, negotiate and sign rental contracts to be finally approved by the City and enforce provisions of contracts.

Schedule all employees, review/calculate full-time employee time sheets, authorize overtime; train and supervise full-time staff to perform variety of tasks. Hire, train and supervise all part-time staff to do concession, janitorial and event production tasks.

Recognize and resolve employee conflicts and concerns. Supervise special work programs such as work-study, service groups and special needs.

Implement food safety code; inspect and ensure quality control measures are followed; contract for services and prepare vending bid contracts. Assess profit margins and account for waste or underage. Oversee ticket sales, balance gate receipts, calculate percentages and file reports.

Order supplies and maintain inventory. Research equipment needs and make purchase or lease decisions.

Meet with public, private groups or individuals regarding facility usage, concerns, problems, program direction, policies, proposals, codes, etc. Answer inquiries, resolve rental and use questions, explain contract expectations. Attend all major events, communicate with key people, and provide information and advice to insure successful production. Act to resolve conflicts between groups competing for facility usage.

Attend required health and safety meetings and other job-related training.

Perform interviews with media to promote programs and events; create advertising layouts for newspapers and radio spots; solicit clients for purchase of indoor advertising; work to expand existing events to create more opportunities for revenue; and create additional advertising concepts for revenue generation.

Other Duties And Responsibilities

Participates in committee meetings as needed.

Participates in professional association leadership positions and committees.

Operates machinery as needed; performs janitorial and concession tasks; performs emergency repairs on equipment and physical structure.

Performs other related duties as assigned by Supervisor, City Administrator, or as apparent.

Required Knowledge, Skills, and Abilities

Knowledge of various laws/rules/regulations/codes such as County Health Department Restaurant and Food Handling Code, Environmental Protection Agency, State Health Department, State Board of Electricity, OSHA, ADA, City Safety Policy and local fire and building codes. Certified Arena Management (CAM) course.

ARENA MANAGER

Required Knowledge, Skills, and Abilities (continued)

Knowledge of building maintenance including ability to understand heating, cooling, plumbing, electrical and structural matters.

Knowledge of industrial refrigeration equipment for an indoor ice facility.

Knowledge of administrative and managerial practices and procedures relating to finance/accounting, personnel administration and supervision.

Knowledge of food preparation and distribution.

Knowledge of building, health and safety codes.

Skill in operating various machines and equipment.

Skill in negotiating resolutions, solving problems between user groups.

Skill in promoting, advocating facility usefulness.

Ability to encourage employees to work to full potential.

Ability to maintain positive and orderly work environment.

Ability to direct and lead activities during public events.

Ability to communicate with various groups and interested parties.

MACHINES, TOOLS, AND EQUIPMENT USED: Pick up, ice resurfacers, computer, phone, and adding machine.

MINIMUM QUALIFICATIONS

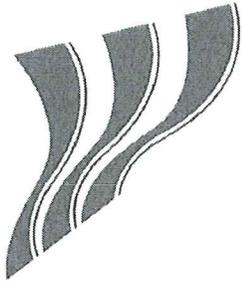
High school degree or equivalent **with** post-secondary course work in business administration, facility/operations management, marketing or related program **and** five to seven years of in facility operation. EPA Certification in specialty areas.

PREFERRED QUALIFICATIONS

Bachelor's degree in related field.

WORKING CONDITIONS

Works at City's multi-purpose facility during majority of time. Travels for meetings and other events. Sits and stand/walks for extended periods of time. Engages in some production/manual work tasks including operating the zamboni.



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 6

Meeting Date: February 11, 2014

Attachments: Yes X No

CITY COUNCIL ACTION

Date:

- Approved Denied
 Amended Tabled
 Other

Originating Department: Administration

Agenda Item: Strategic Planning

Recommended Action: Continue discussion on a strategic planning process for City Council.

Background/Summary: This item was tabled from a previous agenda due to time constraints. Council Members have previously been provided copies of past plans and suggested processes.

Alternatives: Table the item and discussion until a future date.

Financial Considerations: Costs will depend on venue, facilitator, etc. but the Council does have funds budgeted under professional services in 2014 that would be sufficient.

Preparer: C. Stevens

Signature:

Comments: